

SECRET

SECURITY INFORMATION

Approved For Release 2004/05/05 : CIA-RDP55-00037A000100040031-9

8 October 1953

WEEKLY ACTIVITY REPORT

(Items marked with an * are suggested for Mr. Baird's Report)

A. PROGRESS REPORT - OLD PROJECTS

1. Instructor Training Course - Additional discussion on specific course content, lesson plans and an evaluation program were held with the TR(S) and A&E Staff instructors who will participate in the course. Two courses are scheduled tentatively, 19 October at Headquarters and 9 November [REDACTED]
2. Mobile Audio-Visual Aids Device - No change.
3. Motion Picture Film [REDACTED] - No change.
4. Support of [REDACTED]
 - a. Film Section - 6 retention prints on order.
 - b. Graphic Aids - No change.
 - c. Maps and charts - No change.
 - d. Editorial and Reproduction - Assistance given on the format, compilation and reproduction of, "Glossary of Cartographic Terms."
 - e. Library Services - No change.
5. War Plans Staff Officer Course - To be submitted to OTR Publications Committee during the week for assignment of category classification, etc.
6. Display for [REDACTED] Museum - Display panels are complete except for demolition units to be furnished by TSS for the 3 panels. One panel delivered to [REDACTED]
7. Translation of Basic Agent Training Tradecraft Manual [REDACTED] - No change.
8. The Red Interpreter - Stencils for 15 volumes have been completed; 7 in process of a total of 35. To be submitted to the OTR Publications Committee during the week.
9. Filmagraph Production for BIC(I) - No change.

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OTR *10. Instructional booklet, Your Career, for Clerical Refresher Courses ~~TR(G)~~ - Completed and distributed. This booklet was prepared as a teaching device for use in the Clerical Refresher Course/~~TR(G)~~ with a design utilizing color and cartoons to interest secretarial students in the routine tasks of their positions and to stimulate self-improvement on the "extras" and refinements of their responsibilities. OTR

11. Educational Exhibit for BIC(I) - No change.

12. Order of Battle Edited Training Film - No change.

13. Revision of the [] Sheet - No change.

14. Catalogue of Courses, OTR - Editing completed; submitted to the Reproduction Division for printing. Date of completion, 19 October. L

15. TR(S) Program of Instruction - No change.

16. Glandestine Publications - No change.

17. [] - No change.

B. PROGRESS REPORT - NEW PROJECTS

None

C. ITEMS OF CURRENT INTEREST

None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Mrs. [] the secretary who will manage the library activities at [] is entered upon a week of training with TAB, principally in the Library Services and Editorial and Reproduction []

[]
Chief, Training Aids Branch

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